



Cincinnati Police Department STAFF NOTES

June 5, 2012

James E. Craig, Police Chief

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1. REVISIONS TO FORM 648, CITIZEN COMPLAINT, FORM 648CCI, CITIZEN COMPLAINT INFORMATION, FORM 648FPC, CITIZEN REPORT OF FAVORABLE POLICE CONDUCT, AND PROCEDURE 15.100, CITIZEN COMPLAINTS AND REPORTS OF FAVORABLE POLICE CONDUCT

The Form 648, Citizen Complaint or Information, has been revised. The revision includes the following changes:

- The title has been revised to Form 648, Citizen Complaint.
- Language in the warning at the bottom of the form has been changed to reflect Ohio Revised Code 2921.13, Falsification.
- The cover design of the pre-printed tri-fold brochure has been updated to display the new City of Cincinnati branding logo.

In addition to revisions to Form 648, the informational brochure formerly titled "Citizen Complaints," has been assigned as Form 648CCI, and renamed "Citizen Complaint Information." Also, the form formerly titled "Report of Favorable Police Conduct" has been assigned as Form 648FPC, and renamed "Citizen Report of Favorable Police Conduct." Both Form 648CCI and Form 648FPC bear the new City of Cincinnati branding logo as well.

The electronic version of the Form 648, Citizen Complaint, available in the CPDFORMS folder of Department computers, has been revised to reflect the above changes as well. All of the aforementioned revised forms are available pre-printed from Supply Unit.

Department personnel are directed to dispose of all prior versions of the above referenced forms through the Department recycling program. Bins for recycling the forms are located throughout the districts.

Procedure 15.100, Citizen Complaints, has been revised. The title has been expanded to Citizen Complaints and Reports of Favorable Police Conduct. The procedure contains a new Section J., providing instruction to personnel for completing and processing Form 648FPC, Citizen Report of Favorable Police Conduct. The procedure has also been restructured and numerous other changes have been incorporated into this revision.

This revision is effective immediately. Personnel should review Procedure 15.100 in its entirety. The revised procedure is available on the Department intranet and web page.

2. DIRECTIVE FOR COMPLETING PARKING INFRACTIONS

Records Unit has discovered several errors on the most recent re-printing of the City of Cincinnati Parking Infraction (CPI) booklets. These deficiencies **must** be corrected by each individual officer prior to issuing the CPI. This directive only affects CPIs bearing the revision date of "**07/10.**"

Personnel are directed to ensure the following precautions are observed prior to issuance of any CPI bearing the 07/10 revision date for the below listed infractions:

- CMC Section 502-3, Parking During Street Sweeping Operations, was omitted from the list of infractions on the CPI. To cite for this violation, write **“502-3”** in the **CMC Section Number** box, place a check in the **OTHER (DESCRIBE BELOW)** checkbox, and write **“Parking During Street Sweeping Operations”** in the **Notes** area of the CPI.
- For violations of CMC Section 508-1A, Parked Within 10 Feet of a Fire Hydrant, the sub-section **(d)** was erroneously omitted. To cite for this violation, personnel must ensure a check is placed in the correct checkbox and both the **CMC Section Number** box and **Notes** area of the CPI have **“508-1A(d)”** written in. This is perhaps the most important part of the directive as it will have an impact on the actual fine.
- CMC Section 508-6, No Standing, Stopping, Parking Anytime, is erroneously shown on the CPI as 508-5. To cite for CMC Section 508-6, place a check in the checkbox next to 508-5 and overwrite the “5” with a **“6”** on the CPI. Also, ensure **“508-6”** is written in the **CMC Section Number** box and all is legible on the violator’s copy of the CPI.
- CMC Section 509-4, Parked More Than Five (5) Feet from a Parking Meter, is incorrectly shown on the CPI with “five (5)” omitted. To cite for this violation, write **“509-4”** in the **CMC Section Number** box, place a check in the checkbox next to **509-4** on the CPI and either place the **“5”** in the appropriate area or place a line through the description to the right, and write **“Parked More Than Five (5) Feet from a Parking Meter.”** in the **Notes** area of the CPI.

It is incumbent upon all personnel completing a CPI to ensure compliance with the aforementioned remedies when citing a violator for the affected CMC Sections. The current supply of CPI booklets will remain in circulation until the inventory is depleted. The errors noted above will be corrected on future print orders.

3. MARINE PATROL VOLUNTEERS

The Department is seeking candidates interested in participating in the Marine Patrol. The Marine Patrol is tasked with performing Homeland Security missions, tactical missions, and routine patrol missions on the Ohio River.

Applicants will be required to attend and complete an initial training program. Additionally, applicants will also be expected to successfully complete the State of Ohio, Marine Patrol Officer Certification Course as instructed by the Ohio Department of Natural Resources (ODNR), and Division of Watercraft. Once deemed qualified, members will conduct patrols according to a published schedule. Members can expect to be away from their primary assignment up to two days a month.

This is not a change of assignment; therefore, the SAST (Form 77) process does not apply. All applicants must understand this program is strictly voluntary and participation may include voluntary off day-changes and/or shift deviations. All interested candidates should submit a Form 17 indicating their desire to participate in the program, with supervisory approval, and route the request through the chain-of-command to Lieutenant Jay Johnstone, Central Business Section.

Officers should be aware that submission of a request does not guarantee selection to the program. Once all requests have been reviewed, personnel selected to participate in the Marine Patrol will be notified through the chain-of-command.

4. EMOTIONAL INTELLIGENCE (EI) AND LEADERSHIP DEVELOPMENT TRAINING SERIES

Attached to these Staff Notes, Training Unit is publishing an Emotional Intelligence (EI) newsletter this month about Accurate Self-Assessment:

Accurate Self-Assessment – Knowing One's Inner Resources, Abilities, and Limits. Leaders with this EI competence:

- Are aware of their own strengths and weaknesses
- Reflective; learning from experience
- Open to candid feedback, new perspectives, continuous learning, and self-development
- Able to show a sense of humor and perspective about themselves

Additionally, attached to these Staff Notes is the **Self-Evaluation of the Attributes of an Ideal Leader** assessment, by Jeffrey H. Gitomer and Buy Gitomer, excerpted from their book, The Little Book of Leadership. Personnel are encouraged to take this self-assessment evaluation.

5. LEADERSHIP TRAINING: XAVIER LEADERSHIP CENTER

The Police Chief has approved advanced leadership training through the Xavier Leadership Center beginning this Fall. Newly promoted sergeants currently receive 120 hours of entry level supervisory training at the Police Academy. The Xavier Leadership Center (XLC) offers two levels of advanced leadership training approved for lieutenants and captains:

The **Management Skills Certificate Program** is designed for new or experienced mid-level supervisors (lieutenants) seeking to build their credibility and influence, improve decision-making, and develop the capabilities of others in their organization. The program consists of four separate full-day professional development courses at Xavier's Leadership Center located at the Cintas Center on dates in October, November, and/or December 2012.

Participants will take the following core courses; Communication Skills, Performance Management, and Situational Leadership. The final course elective is selected by the participant from the individual experience electives. Additional information on this certificate program is [attached](#) to these Staff Notes. Lieutenants interested in this management certificate program should prepare a Form 17 and submit it through the chain-of-command to the Training Unit by Tuesday, July 10, 2012.

The [Leadership Foundations Certificate](#) is an advanced leadership development program being offered to captains. This certificate program is eight separate full-day classes beginning on Thursday, September 6, 2012. In general, the classes are one day a week over a two month period. The “*essential experience core curriculum*” consists of the first five days exploring these leadership topics: exploring dimensions of personal leadership, influencing without authority, making strategy accessible and relevant, leading sustainable change, and coaching & mentoring for excellent performance. The final three days are “*individual electives*” from three main leadership themes: Leadership In-Depth, Enhancing Personal Effectiveness, and Building Broader Business Knowledge. Captains interested in the Leadership Foundations Certificate program should prepare a Form 17 and submit it through the chain-of-command to the Training Unit by Tuesday, July 10, 2012.

Questions regarding this leadership training should be directed to Captain Doug Wiesman, Human Resources Section, at 357-7560.

6. COMPSTAT INFORMATION

[Attached](#) to these Staff Notes is the most current COMPSTAT Information. Department personnel are directed to review this information to ensure they remain familiar with crime patterns and trends occurring within the City and their areas of responsibility.

7. THANK YOU LETTERS

[Attached](#) to these Staff Notes are letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department, specifically the following personnel:

Captain Eliot Isaac
Sergeant Eric Franz
Police Officer Governor Williams
Police Officer Frederick Gilmer, Jr.
Police Officer Darryl Tyus
Police Officer Ricky Hoskins

Lieutenant Bret Isaac
Sergeant Danita Pettis
Police Officer Shawn George
Police Officer Thomas Haas
Police Officer Douglas Neack
Police Officer Brian Wheeler

15.100 CITIZEN COMPLAINTS AND REPORTS OF FAVORABLE POLICE CONDUCT

References:

Manual of Rules and Regulations
Procedure 12.545, Use of Force

Definitions:

Citizen complaint - an allegation from any source of any action or inaction by Department personnel the individual considers being contrary to law, proper procedure, good order; or in some manner prejudicial to the individual, the Police Department or to the community. In situations involving only the individual alleging innocence to a charge placed by a police officer, advise the complainant to seek judicial redress through established court procedures.

Original documents – photographs, MVR/DVR recordings, and any documents that are handwritten or contain an original signature.

Policy:

The Professional Standards Section is to be notified for incidents involving criminal allegations against or suspected criminal conduct by sworn Department members. Professional Standards Section should be notified in addition to the Duty Officer, the affected district or section commander, and the Night Inspector, when applicable. Professional Standards Section will request appropriate resources, as needed, from those sections or units that are subject experts in specific areas.

Domestic violence is the exception to this policy. Law and Department procedure require district personnel to take immediate action in domestic violence cases based on probable cause. Professional Standards Section should be notified when Department members are arrested for domestic violence.

This policy does not change or otherwise affect Procedure 12.550, Discharge of Firearms by Police Personnel.

During an investigation, all relevant police activity including each use of force, not just the type of force complained about, will be investigated. The investigation will also evaluate any searches or seizures that occurred during the incident.

The Department will not close an investigation simply because the complaint is withdrawn or the alleged victim is unwilling or unable to provide medical records or proof of injury; the Department will continue its investigation as necessary to determine whether the original allegation can be resolved. In each investigation, the fact that a complainant pled guilty or was found guilty of an offense will not be considered as evidence whether an officer did or did not use a type of force, nor will it justify discontinuing an investigation.

Department members will not file charges against a complainant for a violation of Ohio Revised Code §2921.13, Falsification, without supervisory approval **and prosecutorial review**.

A Department employee seeing or having knowledge of a police action involving misconduct will immediately initiate a citizen complaint on behalf of the alleging party.

If a citizen objects to an officer's conduct that officer will inform the citizen of their right to make a complaint. The officer will give the citizen a Form 648CCI, Citizen Complaint Information, brochure and a Form 648, Citizen Complaint. Officers will not discourage any person from making a complaint.

The complainant's willingness to participate in, and the outcome of, a Citizen Complaint Resolution Process (CCRP) meeting will have no bearing on the investigation or the adjudication of that complaint.

If the complainant declines to attend the CCRP meeting, the investigating supervisor is required to notify the complainant of the facts of the investigation and the disposition. The report submitted should include information indicating the complainant was notified or that a sincere effort was made but was unsuccessful.

Preferably police supervisors will accept citizen complaints. If a supervisor is unavailable, the receiving employee will follow this procedure and notify a supervisor as soon as possible. It is the accepting supervisor's responsibility to review the complaint. The district/section/unit commander will order additional investigation when appropriate and make the final determination of how the complaint is routed.

Upon receipt, each complaint will be assigned a unique tracking number and will be resolved in writing. All citizen complaints received by the Department will be maintained in a secure location. This includes the original Form 648, Citizen Complaint, other information provided by the complainant, and all investigative documentation.

The complainant will be kept informed periodically regarding the status of the investigation. Upon completion of the investigation, the complainant will be notified of its outcome, including an appropriate statement regarding whether any non-disciplinary corrective action or disciplinary action was taken.

Any officer who used force or chemical spray during the incident, or whose conduct led to the injury of a prisoner, or who authorized the conduct that led to these reportable incidents is prohibited from investigating the incident.

Any officer or supervisor involved in a situation resulting in an official complaint will not be present during any interview with the complainants or witnesses.

Any supervisor identified as a party to an official complaint will not act as the complaint investigator.

Any citizen wishing to report police conduct which is favorable in nature should be encouraged to share the details of their positive experience with the Police Chief's Office. The citizen should be offered a Form 648FPC, Citizen Report of Favorable Police Conduct, to complete and return by U.S. Mail (no postage required) at their leisure.

Information:

Allegations of the following nature will be handled through CCRP:

- Discourtesy/unprofessional attitude.
- Lack of proper service.
- Improper procedure, e.g., offense investigation, use of discretion, official law enforcement practices, and Police Department procedures.

The following types of allegations will be handled by the Professional Standards Section and/or the judicial system, not CCRP:

- Criminal conduct.
- Sexual misconduct.
- Serious misconduct, e.g., severe nature or pattern of procedural violations, lack of service, etc.
- Excessive use of force as defined in Procedure 12.545, Use of Force.
- Unnecessary pointing of firearms at persons.
- Improper searches and seizures.
- Discrimination.

If a citizen responds to the Hamilton County Clerk of Courts Office demanding a warrant for a police officer, the Chief Deputy of the Municipal Court, Traffic/Criminal Division will be notified. Upon notification, the Chief Deputy will contact the Police Department.

Procedure:

A. Form 648, Citizen Complaint

1. A Form 648, Citizen Complaint, shall be completed when a citizen brings to a Department employee's attention an action, situation, or condition as described in the *Information* section of this procedure.
 - a. The Form 648 is available in a pre-printed, tri-fold format for a citizen to complete and return at their convenience. This version of the Form 648 is printed with the proper mailing address and no postage due to the sender.
 - 1) When providing a citizen with the Form 648 to complete and return by mail, also provide the citizen with a pre-printed Form 648CCI, Citizen Complaint Information, flyer.
 - 2) Inventory of the Form 648 and Form 648CCI are available from Supply Unit.
 - b. In addition to the pre-printed, tri-fold format, Form 648 and Form 648CCI are available electronically in the CPDFORMS folder of Department computers.
 - 1) If utilizing the electronic Form 648, ensure Page Two of the form is retained and completed by Department personnel in accordance with Section E. of this procedure. This portion of the form is for Department use only.
- B. Accepting a Citizen Complaint Lodged in Person
1. Give the complainant a Form 648, Citizen Complaint to complete. Provide a Form 648CCI, Citizen Complaint Information, flyer and instructions on completing the form and have the complainant sign the front side of the form in their own handwriting.
 - a. The reverse side (Page Two) of the electronic Form 648, in the CPDFORMS folder, is for Department use only. Refer to Section E. of this procedure for completing Page Two.
 2. If more space is needed, use an additional blank Form 648.
 3. Upon request, help the complainant complete the Form 648.
 - a. If the complainant is given help to complete the form, include a brief statement as to why help was given in the "Details" section.
 - b. Request the Form 648 be signed by the following: complainant, representative of the complainant, or any person assisting the complainant.
 - 1) Witness the signature.

- c. Police Department personnel helping a complainant prepare the form, must sign in both the "Receiving" and the "Assisting Person" blocks.
- 4. The accepting employee will review the completed form for content and legibility.
 - a. If a word is not legible, ask the complainant what the word is. Print the proper word directly above the complainant's handwritten word.
 - b. Third party complaints will be handled in the same manner as any other complaint.
- 5. The receiving employee will ensure all pertinent dates and times are included in the form.
 - a. Attach legible copies of all arrest slips pertaining to the incident.
- 6. If a complainant refuses to write the complaint in his own handwriting, process the complaint as a telephone complaint. Refer to Section D. of this procedure.
- 7. The receiving employee will place his/her name and badge number in the space provided on the Form 648. Provide the complainant with a copy of Page One only, which will serve as the complainant's receipt.
 - a. Complainants do not receive a copy of the completed Page Two.
 - b. The receiving employee's written observations should not be on the copy given to the complainant.
- 8. After accepting a Form 648 that has been personally filled out and/or signed, this information must be entered onto a Form 648 in Employee Tracking Solution (ETS) system. When transferring the information from the original Form 648 into ETS, record the information exactly as it was written, including misspellings, profanity, punctuation, etc. The handwritten original document must then be scanned into the computer and attached to the appropriate ETS folder. The original Form 648 will then be routed through to the district/section/unit commander with any other original documents, photographs, recorded interviews or statements and copies of applicable MVR/DVR recordings.

C. Accepting a Citizen Complaint by Mail, Email, or Fax

1. Submit citizen complaints received through the mail or via fax to a supervisor. The supervisor will:
 - a. Prepare a Form 648.
 - b. Scan the letter or fax into the computer system and attach to the appropriate ETS case folder.
 - c. Place the original letter or fax in a sealed envelope and process as in Section G.
 - d. Complaints received in the form of email messages will be printed out, scanned into the computer and attached to the appropriate ETS case folder, and then processed as in Section G.
- D. Accepting a Citizen Complaint by Telephone or Telecommunications Device for the Deaf (TDD)
 1. Refer telephone complaints to a supervisor. If a supervisor is unavailable, the receiving employee will follow this procedure and notify a supervisor as soon as possible.
 - a. Make an effort to persuade the complainant to appear in person at a police facility to file the complaint.
 - b. Enter pertinent information on a Form 648. Obtain all the facts necessary to complete the form.
 - c. Get the complainant's name, address, and telephone number. Advise the citizen this information is essential to investigate the complaint.
 - 1) Advise a complainant who insists on remaining anonymous this may hamper a proper investigation and disposition of the complaint.
 - d. Print the words "Telephone Complaint" in the box for the complainant's signature.
 - e. Follow the procedure in Section G. for processing the complaint.
 2. TDD complaints will be received by the Emergency Communications Center (ECC) and handled according to their standard operating procedure.
 - a. The affected district/section/unit supervisor, upon notification from ECC, will follow the procedure in Section D.1. and Section G.

- E. Completing "For Department Use Only" Section of the Form 648, Page Two
1. Outline the allegations, identify principals and witnesses and provide information developed as a result of any preliminary investigation.
 - a. Make sure to include addresses and phone numbers of all principals and witnesses.
 2. Enter a description of the complainant's apparent physical condition and demeanor.
 - a. State your reason for believing a complainant was under the influence of an intoxicant and/or drug (do not express opinions regarding their mental competency or veracity).
 3. Describe any other traits or conditions displayed by the complainant, which may have a bearing on the allegation and/or investigation of the complaint.
 4. Specifically note any visible marks or injuries about the complainant.
 - a. Take photographs when the complaint involves any injury, claimed injury, or damaged clothing, etc., whether visible or not.
 - 1) Clearly label the photographs with the complainant's name, date, time taken, and photographer's name and badge number. Attach photographs to the Form 648 for review by the district/section/unit commander.
 5. Do not include written observations on the copy given to the complainant.
 6. The receiving employee will ensure all information on the form is as complete as possible.
- F. If while investigating a use of force an individual alleges excessive force, then the investigating supervisor will complete a Form 648, Citizens Complaint in ETS. The supervisor will investigate the complaint thoroughly while all participants are present.
1. Complete a Form 17 summarizing the investigation. Attach the Forms 17 and 648 to the Investigation Report case folder for the use of force in ETS. Work-flow the Form 17, Form 18F, Supervisor's Use of Force Investigation Report, and Form 648 and any attachments through to the district/section/unit commander through the chain of command for review.

- a. When work-flowing the documents, “Add Notification” for the following units:
 - 1) Professional Standards Section.
 - 2) Neighborhood Policing Bureau.
 - 3) Inspections Section.
 - 2. If more than the necessary amount of force appears to have been used, or the injuries are inconsistent with the reported force, contact the Professional Standards Section Commander and the officer’s district/section/unit commander.
 - 3. The affected bureau commander shall work-flow the above forms to Professional Standards Section for investigative review and final approval by the Police Chief.
- G. Processing the Completed Citizen Complaint Form
 - 1. Work-flow the Form 648 to the affected district/section/unit commander by 0800 hours on the next day. Forward all original documents, photographs, recorded interviews, and copies of applicable MVR/DVR recordings for review.
 - a. Complaints eligible for CCRP:
 - 1) Affected district/section/units retain original Form 648 complaint and all pertinent documentation.
 - 2) Upon work-flowing the complaint for assignment, “Add Notification” to Professional Standards Section of the Form 648 for tracking purposes.
 - b. Complaints not eligible for CCRP:
 - 1) Work-flow the Form 648 with all pertinent documentation to Professional Standards Section.
- H. Assignment, Logging, and Investigation of Citizen Complaints
 - 1. The supervisor assigned the complaint will resolve complaints eligible under CCRP. Any problems or needs identified will be relayed in writing in the form of a recommendation to the Police Chief.
 - 2. Non-CCRP complaints will be forwarded to Professional Standards Section and resolved per Professional Standards Section Standard Operating Procedure (SOP).

I. Citizen's Complaint Resolution Process

1. The investigating supervisor will thoroughly investigate all allegations. All pertinent information sources will be examined, including but not limited to: the complainant, witnesses, involved officers and witness officers, worksheets, MDC information, offense reports, relevant law, policy and procedure, etc. Investigators will not ask officers or other witnesses leading questions that improperly suggest legal justification for the officer's conduct when such questions are contrary to appropriate law enforcement techniques.
 - a. Forward information to the district/section/unit commander for referral to Professional Standards Section if the investigation reveals the complaint is not suitable for a resolution meeting.
2. The investigating supervisor will take appropriate action based on the investigation of the complaint.
 - a. The investigating supervisor will make a determination whether or not the member's conduct was consistent with Department policy, procedure, and practice. The supervisor will document the finding in the Form 648B, Resolution Disposition, in ETS.
 - b. Verbal counseling or counseling via the Evaluation Supplement Log (ESL) if the member's conduct does not meet Department standards as determined by the investigation. Add the ESL to the original ETS case folder.
 - c. Hold a complaint resolution meeting with the complainant and the Department member.
3. Resolution Meeting: A resolution meeting will be conducted according to the following guidelines:
 - a. Only the complainant, the involved Department member, and the investigating supervisor/facilitator will attend the resolution meeting. No one else will be present. This allows for the best interaction between the two participants. In cases where there are multiple complainants and multiple officers, meetings will be held for each if necessary. In most cases, a primary complainant will be identified and the case resolved with one meeting.
 - b. The resolution meeting will not be recorded. The resolution meeting will be a sincere effort by all parties to discuss and resolve the problem.

- c. Resolution meetings will be conducted by the next highest ranking officer than the officer involved in the complaint.
- d. All parties involved in the resolution meeting will sign a Form 648A, Acknowledgment of Participation in Resolution Meeting. The document will not refer to any discussion, action, agreement, or other aspect of the resolution meeting. The Form 648A is to be scanned into the computer and attached to the appropriate ETS case folder. The original Form 648A will then be routed through channels with any other original documents.
- e. The supervisor will concisely summarize the resolution meeting on a Form 648B, Resolution Disposition.
- f. Failure by a complainant to attend the first scheduled resolution meeting will be excused. If a complainant fails to attend a second scheduled resolution meeting, the complaint/problem will be deemed to have been resolved by the supervisor's inquiry and the file will indicate same.
- g. Supervisors finishing a CCRP complaint investigation will notify the complainant of the facts of the investigation and the disposition if the citizen declines to attend a resolution meeting.
 - 1) The report should include information indicating that this was done or that a sincere effort was made but was unsuccessful, e.g., complainant could not be located, refused to discuss/listen.

4. Record Keeping

- a. The investigating supervisor will complete a report of the investigation and its findings using the appropriate forms.
- b. The investigating supervisor will work-flow all CCRP complaint investigation reports via the chain-of-command to their bureau commander for review and approval. All original documents are to be routed by hand through the chain of command.
- c. The bureau commander will make a final determination of the appropriate complaint closure classification according to Section 9.07 of the Manual of Rules and Regulations and Disciplinary Process for the Cincinnati Police Department.

- d. The bureau commander will work-flow a copy of the CCRP complaint investigation reports to the Professional Standards Section Commander for an administrative review and finalizing. Professional Standards Section will note the date closed in the "Resolution Disposition" tab in the Citizen Complaint form in ETS.
- e. CCRP eligible complaints will be evaluated by district/section/unit commanders for underlying problems. Any problems or needs will be relayed in writing in the form of a recommendation to the Police Chief.
- f. Professional Standards Section will notify:
 - 1) Technology and Systems Section of all complaints closed "Unfounded" or "Exonerated" for appropriate adjustment within ETS.
 - 2) Training Unit of all closed CCRP complaints. Training Unit will determine suitability of utilizing facts from the incident as a training tool for future use.

J. Form 648FPC, Citizen Report of Favorable Police Conduct

- 1. An adequate inventory of the Form 648FPC shall be maintained by each district/section/unit.
 - a. The Form 648FPC is pre-printed in a tri-fold format with the proper mailing address affixed and no postage due.
 - b. Sufficient quantities of the Form 648FPC shall be kept on-hand in all uniform police vehicles, and readily available at each police facility open to the public.
- 2. Citizens who convey details of a positive interaction or experience with Department personnel should be provided with a Form 648FPC, and encouraged to complete and return the form.
 - a. Completed Form 648FPCs received by U.S. Mail will be forwarded by the City Hall Mail Room to the Police Chief's Office for review and processing.
 - b. Completed Form 648FPCs received in person from a citizen shall be placed into an interdepartmental mail envelope and forwarded to the Police Chief's Office for review and processing.

3. Form 648FPCs once reviewed and processed by the Police Chief's Office shall be sent through the affected command, to the immediate supervisor of the officer receiving the report of favorable conduct.
4. The immediate supervisor shall make an entry in ETS recognizing the affected officer for their work. The document must then be scanned into the computer and attached to the appropriate ETS folder.
 - a. Complete an ESL entry and add the ESL to the original ETS case folder.
 - b. Provide the affected officer with a copy (original, if available) of the Form 648FPC.

Effective management demands a powerful combination of people skills and process management. The Cincinnati Police Department Management Skills Certificate Program (MSCP) consists of a total of 4 days of professional leadership development. The MSCP program consists of the following core courses:

Communication Skills	Oct. 10
Performance Management	Oct. 30
Situational Leadership	Nov. 27

Additionally, participants select **one** elective from the Individual Experience Electives listed below that will best fit with your professional leadership development plan. Your elective program can be completed prior to attending the three days of foundational training.

Individual Experience Electives	Dates
LEADERSHIP IN-DEPTH	
Change Leaders Toolkit	Oct. 9
Implementing Innovation	Oct. 23
Personal Branding for Organizational Success	Nov. 6
Strengths-Based Leadership	Dec. 4
Building Effective Teams	Dec. 11
ENHANCING PERSONAL EFFECTIVENESS	
Effective Presentations	Oct. 24
Influencing Without Authority	Oct. 31
Managing Conflict	Nov. 8
Negotiating Mutual Success	Nov. 28
Business Writing for Results	Dec. 5
BROADER BUSINESS KNOWLEDGE	
Train-the-Trainer: How Adults Learn	July 16 or Dec. 3
Six Sigma Yellow Belt Certificate Program	Sept. 20
Building and Sustaining a Customer Service Culture	Oct. 11
Introduction to Project Management	Oct. 18



Emotional Intelligence Brings Leadership

Before you can lead others, before you can help others,
you have to discover yourself.

Accurate Self-Assessment

Accurate self-assessment: Knowing ones strengths and limits. This means understanding of your strengths, limitations and values.

People with this competence are:

- Aware of their strengths and weaknesses
- Reflective, learning from experience
- Open to candid feedback, new perspectives, continuous learning, and self-development
- Able to show a sense of humor and perspective about themselves

How Self-Awareness Makes You More Effective:

Self-awareness helps managers identify gaps in their management skills, which promotes skill development. Self-awareness helps you find your best fit in a team where you can play off of each other's strengths.

Know Yourself

Before you can make changes in yourself you have to know what there is to work with. Becoming self-aware is about the process of understanding yourself.

Emotional awareness means being able to recognize emotions that you experience, understand the feelings associated with the emotion, and understand what you think and do as a result.

When you're aware of your strengths and limits you'll be more confident about what you can and cannot do. Self-confident people are more assertive about what they believe to be right.

Recognize and understand your emotions. You have the power to control them. This kind of self awareness makes it impossible for your emotions to rule you, unless you choose to give them the upper hand.

-Author unknown



Key Areas

Skill development- Improvement projects should normally begin with an assessment of the gap between the current situation and the desired future situation. Having an accurate sense of who you are helps you decide what you should do to improve. Often, self-awareness will reveal a skills gap that you want to work on.

Knowing your strengths and weaknesses-

Self-awareness helps you exploit your strengths and cope with your weaknesses. For instance, if you are someone who is good at "seeing the big picture" that surrounds decisions, but not as good at focusing on the details, you might want to consult colleagues and subordinates that are more detail-oriented when making major decisions. Cooperation between big-picture-oriented decision makers and detail-oriented decision makers can produce high quality decisions.

Developing intuitive decision-making skills- Leaders with well-developed emotional self-awareness are more effective intuitive decision makers. In complex situations, intuitive decision makers process large amounts of sometimes unstructured and ambiguous data, and they choose a course of action based on a "gut feeling" or a "sense" of what's best. This type of decision making is becoming more important for managers as the rate of change and the levels of uncertainty and complexity in their competitive environments increase. Managers who are highly emotionally self-aware are better able to read their "gut feelings" and use them to guide decisions.

Stress- Jobs that don't suit your personality tend to give you more stress than jobs that are more compatible. This is not to say that you should never take a job that conflicts with your personality. However, be aware that you will need to work extra hard to develop the skills for that job, and there are jobs that would be less stressful for you.

Motivation- It is very difficult to cope with poor results when you don't understand what causes them. When you don't know what behaviors to change to improve your performance, you just feel helpless. Self-awareness is empowering because it can reveal where the performance problems are and indicate what can be done to improve performance. In addition, awareness of your psychological

needs can increase your motivation by helping you understand and seek out the rewards that you really desire such as a sense of accomplishment, additional responsibility, an opportunity to help others, or a flexible work schedule.

Leadership- When we understand "what makes us tick"--what gets us excited, why we behave the way we do, etc.--we also have insight into what makes others tick. To the extent that other people are like you (and, of course, there are limits to the similarity), knowing how to motivate yourself is tantamount to knowing how to motivate others.

Practicing This Management Skill

You can become more self-aware by seeking feedback from the people who know you, completing self-assessment surveys, and hiring an expert like a professional counselor or executive coach.

Ask somebody - If you have open, trusting relationships with the people who know you, ask them for feedback about your personality, habits, needs and values. Research shows that your coworkers, friends and family members CAN provide valid assessments of your personality. But, they do NOT ALWAYS provide an accurate assessment. For instance, I once asked my undergraduate students to describe my personality on the four Myers-Briggs personality dimensions, and they described the exact opposite of my actual personality. Their ratings described the personality that is appropriate for a teacher, and they also rated me as an effective teacher. So, they saw me act like a teacher in my role as a teacher, but those behaviors are not representative of my behaviors in other roles. There are two lessons in that: (1) you can develop skills for a role that doesn't match your personality. (2) People who only see you in one role can only describe your behaviors in relation to that role. Analogously, if you mismanage your time so that you spend too much time on things that don't matter much to you, people will have a very different perception of your values than you do. For instance, maybe you say that your family is important to you, but how do you spend your time?

Another limitation on the value of the feedback you get from family, friends and especially coworkers is that they may not be completely candid with you. This is where the [trust](#) factor looms large. Unflattering feedback is the type that has the most potential for helping you develop your management skills, but it is also the most difficult to give and to accept. People aren't very likely to give you unflattering feedback if there isn't a high level of trust in your relationship with them ... unless they don't mind harming the relationship. For this reason, many experts (e.g., Ed Eppley, Area Manager for [Dale Carnegie Training](#), and Ellen Van Velsor of the [Center for Creative Leadership](#)) suggest that managers find a way to get anonymous feedback from staff members or coworkers.

Self-Words

We use many words to refer to self-related concepts, including:

- Ego—a synonym for self or self-image.
- Self-absorbed—Focused on your own affairs and concerns.
- Self-admiration- Admiring yourself; [pride](#).
- Self-aggrandizement—Exaggerating your own importance or significance.
- Self-appraisal—Assessing the value of your self.
- Self-awareness—Thinking about our own thoughts
- Self-centered—Yielding to the first-person viewpoint.
- Self-concept—What you believe about who you are.
- Self-concern
- Self-confidence
- Self-conscious
- Self-control—Exercising willful [intent](#) and awareness to choose our actions.
- Self-criticism
- Self-despair
- Self-efficacy- Confidence in your own abilities. Recognizing your own power.
- Self-esteem- An overall evaluation of your self by your self.
- Self-image
- [Self-justification](#)- Describing events in a way that preserves your [pride](#) and reduces [cognitive dissonance](#).
- Selfish—Disregarding other's viewpoints and needs
- Self-loathing—A severe lack of self-respect. [Shame](#).
- Self-occupation
- Self-reflection
- Self-reliant
- [Self-respect](#)- Recognizing your own intrinsic worth- Your right to appropriately assert your own thoughts, values, needs, and wants.
- Self-sufficient
- Self-worship

Accurate Self-Assessment is the Key to Self-development

Self assessment begins with personal and professional goals. These goals provide us with a standard to measure our self against and provide us with direction and the level of achievement we want to attain. If you think of it in terms of a journey, our goals tell us where we want to go. The next challenge is to determine where we are starting from.

Many leaders assess their performance based on feelings instead of facts. They also provide themselves with a catch-all justification for a lot of their actions. I hear statements like, "the reasons I do this is because THOSE PEOPLE will not listen." Or those people will not do as I said, or how I said, or when I said, etc. You've probably figured out those people are the people that work with the leaders.

Too accurately self assess ourselves we must begin with the understanding that we have total control of, and responsibility for, our actions as an individual and a leader. If it is true that other people have the power to make us do, think, and feel things, that would mean we have no power to determine our own goals-other people do. We all know however, that we have the power, not others, to make and pursue our goals. We just have to use the power we already have. We cannot accurately self assess and then improve unless we take control and use that power.


Once we have accepted that our actions are our own and that any action that is not giving us the result we want can be changed, then we can determine what new behaviors we want and how we are going to get them. We begin by assessing our current behaviors. We ask ourselves, what behaviors do I have that do not give me a favorable result when measured against my personal and professional goals? Once we have identified the behaviors that do not provide the result we want, then we determine what our desired result is and seek the behavior(s) that will give us the desired result. We can sum up the process this way:

1. Develop personal and professional goals
2. Accept responsibility for all of your actions
3. Measure your behaviors against your personal goals
4. Identify suspect behaviors (do not provide the results you need)
5. Identify behaviors that would give you your desire result based on your goals
6. Learn and use the new behaviors

If we do not accurately assess who we are and where we want to go, research shows we will probably never enjoy the success we want. True self development is a plan and a process, not a hope. It begins with us understanding who we are, who we want to be, and identifying the path to get there. Research shows we can be anybody (performance) we want to be. All we have to do is determine who we want to be and put action into becoming that person.

"Remember, persistence is what facilitates change; if your efforts are sporadic then so too will be your results."

86 Jeffrey Gitomer
The Little Book of Leadership



Self-Evaluation of the Attributes of an Ideal Leader.

DO I POSSESS THE ATTRIBUTES OF AN IDEAL LEADER?
Leaders rarely get to evaluate themselves. Below is your opportunity to take a brief look in the mirror. Take a few moments and give yourself an honest response as to your present skill level.

I just gave you the leadership traits list – and you were shaking your head and nodding like mad.

Now here's your opportunity to get from "I know that" to "How good am I at that?"

This is a self-evaluation of the attributes that can make you or break you. To the right of each statement below, circle the number that best defines you.

(1=never, 2=rarely, 3=sometimes, 4=regularly, 5=all the time)

<input type="checkbox"/> I lead (manage) by example.	1 2 3 4 5
<input type="checkbox"/> I have and maintain a positive attitude.	1 2 3 4 5
<input type="checkbox"/> I set and achieve goals together with my team.	1 2 3 4 5
<input type="checkbox"/> I take inquiry calls.	1 2 3 4 5

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For a PDF version of this test – [Click here](#)¹

Recourses

1. Williams, Scott (2003). Retrieved July 1, 2011 from [Wright State Leader Letter](#)
2. Goleman, D., Boyatzis, R. & McKee, A. (2002). *Primal leadership: Realizing the power of emotional intelligence*. Boston, Mass.: Harvard Business School Press.
3. [Read More - emotional competency](#)²
4. The EQ interview: finding employees with high emotional intelligence By Adele B. Lynn:
 - [View it in: Google Books](#)

¹<http://gitomer.com.s3.amazonaws.com/LEADERATTRIBUTESgitbit.pdf>

²<http://www.emotionalcompetency.com/>



Self-Evaluation of the Attributes of an Ideal Leader.

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(1=never, 2=rarely, 3=sometimes, 4=regularly, 5=all the time)

- | | | | | | |
|---|---|---|---|---|---|
| <input type="checkbox"/> I lead (manage) by example. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I have and maintain a positive attitude. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I set and achieve goals together with my team. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I take inquiry calls. | 1 | 2 | 3 | 4 | 5 |

- | | | | | | |
|---|---|---|---|---|---|
| <input type="checkbox"/> I make calls and attend meetings with my staff. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I make phone call follow-ups to customers. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I take some customer complaint calls. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I make calls to lost customers. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I make customer thank you calls after a sale. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I call or visit loyal customers with my salespeople. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I use reports that give me productive information. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I check on reports periodically. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I ask for feedback. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I put feedback into action. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I back my staff. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I give positive feedback to my staff on a regular basis. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I encourage rather than reprimand. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> If I must reprimand, I do it in private. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I don't play favorites. | 1 | 2 | 3 | 4 | 5 |



- | | | | | | |
|--|---|---|---|---|---|
| <input type="checkbox"/> I'm inspirational. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I offer rewards/give awards for exceptional work. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I make my office a fun place to work. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I follow through and get the job done. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I recognize the opportunity to improve or serve. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I train, train, train. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> My turnover is low. | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I have fun! | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> I don't manage anyone except myself. | 1 | 2 | 3 | 4 | 5 |


NOW GO BACK: Check the box to the left of any attribute where you circled a 1, 2, or 3. Use the checked box statements to construct your personal game plan by creating an action plan for how you will master each of the attributes you need to improve on.

IF YOU'RE SERIOUS ABOUT ACHIEVING LEADERSHIP

SUCCESS: I recommend you post this self-evaluation someplace where you can see it every day.

Free GitBit... For a PDF version of this test, go to www.gitomer.com and enter the words LEADER ATTRIBUTES in the GitBit box.

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

POPULATION:		296,943	<div>CHIEF OF POLICE</div> <div></div> <div>JAMES E. CRAIG</div>	TOTAL SWORN PERSONNEL						
AREA:		77 SQ. MILES		GENDER		RACE				
2011 VIOLENT CRIMES PER 1000:		10.2		MALE	779	77.1%	WHITE	BLACK	OTHER	TOTAL
2011 PART I CRIMES PER 1000:		81.6		% of Total Males			66.2%	30.0%	3.7%	
				FEMALE	232	22.9%	154	74	4	232
				% of Total Females			66.4%	31.9%	1.7%	
				TOTAL	1011		670	308	33	1011
				% of Total Sworn			66.3%	30.5%	3.3%	
				Total Sworn in Districts	666					
				% of Total Sworn in Districts	65.9%					Source: Personnel Unit

CRIME STATISTICS for week ending 05/26/2012												
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
HOMICIDE*	5	4	25%	4	2	100%	19	30	-37%	19	22	-14%
RAPE	19	15	27%	15	14	7%	89	96	-7%	89	90	-1%
ROBBERY	112	111	1%	111	118	-6%	611	659	-7%	611	752	-19%
AGGRAVATED ASSAULTS	63	57	11%	57	61	-7%	317	368	-14%	317	361	-12%
TOTAL VIOLENT	199	187	6%	187	195	-4%	1036	1153	-10%	1036	1225	-15%
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
BURGLARY	430	440	-2%	440	409	8%	2185	2248	-3%	2185	2229	-2%
THEFT FROM AUTO	274	249	10%	249	227	10%	1296	1786	-27%	1296	1562	-17%
PERSONAL/OTHER THEFT	574	630	-9%	630	583	8%	3043	3006	1%	3043	3332	-9%
AUTO THEFT	103	84	23%	84	101	-17%	472	546	-14%	472	NA	N/C
TOTAL PROPERTY	1381	1403	-2%	1403	1320	6%	6996	7586	-8%	6996	7123	-2%
TOTAL PART 1	1580	1590	-1%	1590	1515	5%	8032	8739	-8%	8032	8348	-4%

ARREST STATISTICS for week ending 05/26/2012												
ARRESTS	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
HOMICIDE	1	2	-50%	2	7	-71%	16	35	-54%	16	17	-6%
RAPE	1	5	-80%	5	1	400%	15	30	-50%	15	23	-35%
ROBBERY	33	21	57%	21	39	-46%	197	208	-5%	197	261	-25%
AGGRAVATED ASSAULTS	26	42	-38%	42	46	-9%	181	249	-27%	181	207	-13%
BURGLARY	68	73	-7%	73	50	46%	342	291	18%	342	311	10%
THEFT	189	171	11%	171	202	-15%	1038	1159	-10%	1038	1066	-3%
AUTO THEFT	22	21	5%	21	25	-16%	106	110	-4%	106	102	4%
TOTAL VIOLENT	61	70	-13%	70	93	-25%	409	522	-22%	409	508	-19%
TOTAL PART 1	340	335	1%	335	370	-9%	1895	2082	-9%	1895	1987	-5%




*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

N/C - Not Calculable

Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.

Arrest statistics are based on charges, meaning each charge in an arrest is counted.

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

PATROL BUREAU COMMANDER							DISTRICT 1 CAPTAIN				DISTRICT 1 SWORN PERSONNEL					
 LT. COL. JAMES L. WHALEN				 AREA: 4.5 SQ. MILES			 GARY LEE			GENDER			RACE			
													WHITE	BLACK	OTHER	TOTAL
										MALE	80	82.5%	54	25	1	80
										% of Total Males			67.5%	31.3%	1.3%	
										FEMALE	17	17.5%	10	7	0	17
										% of Total Females			58.8%	41.2%	0.0%	
										TOTAL	97		64	32	1	97
										% of Total Sworn			66.0%	33.0%	1.0%	
													Source: Personnel Unit			
CRIME STATISTICS for week ending 05/26/2012																
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE				
HOMICIDE*	0	1	-100%	1	0	N/C	1	8	-88%	1	3	-67%				
RAPE	4	10	-60%	10	1	900%	21	12	75%	21	13	62%				
ROBBERY	19	21	-10%	21	16	31%	95	122	-22%	95	95	0%				
AGGRAVATED ASSAULTS	11	2	450%	2	8	-75%	41	71	-42%	41	57	-28%				
TOTAL VIOLENT	34	34	0%	34	25	36%	158	213	-26%	158	168	-6%				
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE				
BURGLARY	21	20	5%	20	21	-5%	107	124	-14%	107	117	-9%				
THEFT FROM AUTO	28	20	40%	20	28	-29%	129	138	-7%	129	165	-22%				
PERSONAL/OTHER THEFT	44	51	-14%	51	39	31%	232	240	-3%	232	300	-23%				
AUTO THEFT	10	10	0%	10	15	-33%	72	81	-11%	72	NA	N/C				
TOTAL PROPERTY	103	101	2%	101	103	-2%	540	583	-7%	540	582	-7%				
TOTAL PART 1	137	135	1%	135	128	5%	698	796	-12%	698	750	-7%				

N/C - Not Calculable




REPEAT CFS LOCATIONS for week ending 05/26/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	400 W 9TH ST / TOTAL OF 25	416 W 9TH ST / TOTAL OF 18	2 E MCMICKEN AV / TOTAL OF 13
SINGLE FAMILY	426 W LIBERTY ST / TOTAL OF 3	924 YORK ST / TOTAL OF 3	131 MULBERRY ST / TOTAL OF 2
COMMERCIAL	30 E LIBERTY ST / TOTAL OF 31	1420 VINE ST / TOTAL OF 9	1531 VINE ST / TOTAL OF 6

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

**There are arrests that currently do not receive district values: 51 for last 28 days, 57 for previous 28 days, 75 for earlier 28 days, 326 for 2011 YTD, 219 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

PATROL BUREAU COMMANDER							DISTRICT 2 CAPTAIN				DISTRICT 2 SWORN PERSONNEL							
 LT. COL. JAMES L. WHALEN				 AREA: 24.9 SQ. MILES			 PAUL BROXTERMAN				GENDER			RACE				
														WHITE	BLACK	OTHER	TOTAL	
											MALE	88	75.9%	49	33	6		88
											% of Total Males			55.7%	37.5%	6.8%		
											FEMALE	28	24.1%	18	9	1		28
											% of Total Females			64.3%	32.1%	3.6%		
											TOTAL	116		67	42	7		116
% of Total Sworn			57.8%	36.2%	6.0%													
													Source: Personnel Unit					
CRIME STATISTICS for week ending 05/26/2012																		
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE						
HOMICIDE*	1	1	0%	1	0	N/C	2	3	-33%	2	0	N/C						
RAPE	2	0	N/C	0	1	-100%	9	7	29%	9	14	-36%						
ROBBERY	13	8	63%	8	13	-38%	62	62	0%	62	71	-13%						
AGGRAVATED ASSAULTS	5	5	0%	5	7	-29%	31	38	-18%	31	39	-21%						
TOTAL VIOLENT	21	14	50%	14	21	-33%	104	110	-5%	104	124	-16%						
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE						
BURGLARY	77	81	-5%	81	79	3%	420	414	1%	420	412	2%						
THEFT FROM AUTO	53	42	26%	42	49	-14%	267	366	-27%	267	258	3%						
PERSONAL/OTHER THEFT	89	103	-14%	103	103	0%	502	528	-5%	502	516	-3%						
AUTO THEFT	13	15	-13%	15	12	25%	67	76	-12%	67	NA	N/C						
TOTAL PROPERTY	232	241	-4%	241	243	-1%	1256	1384	-9%	1256	1186	6%						
TOTAL PART 1	253	255	-1%	255	264	-3%	1360	1494	-9%	1360	1310	4%						

N/C - Not Calculable




REPEAT CFS LOCATIONS for week ending 05/26/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	1732 SUTTON AV / TOTAL OF 16	1222 WILLIAM HOWARD TAFT RD / TOTAL OF 12	2340 VICTORY PY / TOTAL OF 8
SINGLE FAMILY	226 CONGRESS AV / TOTAL OF 8	3661 CLARION AV / TOTAL OF 6	100 ELDORADO AV / TOTAL OF 5
COMMERCIAL	4825 MARBURG AV / TOTAL OF 26	3760 PAXTON AV / TOTAL OF 12	2120 BEECHMONT AV / TOTAL OF 12

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.




**There are arrests that currently do not receive district values: 51 for last 28 days, 57 for previous 28 days, 75 for earlier 28 days, 326 for 2011 YTD, 219 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
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**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

PATROL BUREAU COMMANDER				 AREA: 20 SQ. MILES			DISTRICT 3 CAPTAIN			DISTRICT 3 SWORN PERSONNEL																																																																	
 LT. COL. JAMES L. WHALEN							 RUSSELL A. NEVILLE			<table><tr><th colspan="3">GENDER</th><th colspan="4">RACE</th></tr><tr><th></th><th></th><th></th><th>WHITE</th><th>BLACK</th><th>OTHER</th><th>TOTAL</th></tr><tr><td>MALE</td><td>126</td><td>77.8%</td><td>85</td><td>38</td><td>3</td><td>126</td></tr><tr><td>% of Total Males</td><td></td><td></td><td>67.5%</td><td>30.2%</td><td>2.4%</td><td></td></tr><tr><td>FEMALE</td><td>36</td><td>22.2%</td><td>27</td><td>9</td><td>0</td><td>36</td></tr><tr><td>% of Total Females</td><td></td><td></td><td>75.0%</td><td>25.0%</td><td>0.0%</td><td></td></tr><tr><td>TOTAL</td><td>162</td><td></td><td>112</td><td>47</td><td>3</td><td>162</td></tr><tr><td>% of Total Sworn</td><td></td><td></td><td>69.1%</td><td>29.0%</td><td>1.9%</td><td></td></tr><tr><td colspan="3"></td><td colspan="4">Source: Personnel Unit</td></tr></table>			GENDER			RACE							WHITE	BLACK	OTHER	TOTAL	MALE	126	77.8%	85	38	3	126	% of Total Males			67.5%	30.2%	2.4%		FEMALE	36	22.2%	27	9	0	36	% of Total Females			75.0%	25.0%	0.0%		TOTAL	162		112	47	3	162	% of Total Sworn			69.1%	29.0%	1.9%					Source: Personnel Unit			
													GENDER			RACE																																																											
																WHITE	BLACK	OTHER	TOTAL																																																								
													MALE	126	77.8%	85	38	3	126																																																								
													% of Total Males			67.5%	30.2%	2.4%																																																									
FEMALE	36	22.2%	27	9	0	36																																																																					
% of Total Females			75.0%	25.0%	0.0%																																																																						
TOTAL	162		112	47	3	162																																																																					
% of Total Sworn			69.1%	29.0%	1.9%																																																																						
			Source: Personnel Unit																																																																								
CRIME STATISTICS for week ending 05/26/2012																																																																											
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE																																																															
HOMICIDE*	1	1	0%	1	1	0%	4	5	-20%	4	7	-43%																																																															
RAPE	3	2	50%	2	4	-50%	17	28	-39%	17	20	-15%																																																															
ROBBERY	25	26	-4%	26	29	-10%	148	128	16%	148	228	-35%																																																															
AGGRAVATED ASSAULTS	19	21	-10%	21	17	24%	86	101	-15%	86	107	-20%																																																															
TOTAL VIOLENT	48	50	-4%	50	51	-2%	255	262	-3%	255	362	-30%																																																															
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE																																																															
BURGLARY	154	150	3%	150	136	10%	707	755	-6%	707	828	-15%																																																															
THEFT FROM AUTO	58	50	16%	50	56	-11%	281	355	-21%	281	383	-27%																																																															
PERSONAL/OTHER THEFT	179	189	-5%	189	177	7%	936	971	-4%	936	1056	-11%																																																															
AUTO THEFT	20	23	-13%	23	27	-15%	129	150	-14%	129	NA	N/C																																																															
TOTAL PROPERTY	411	412	0%	412	396	4%	2053	2231	-8%	2053	2267	-9%																																																															
TOTAL PART 1	459	462	-1%	462	447	3%	2308	2493	-7%	2308	2629	-12%																																																															

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

PATROL BUREAU COMMANDER							DISTRICT 4 CAPTAIN			DISTRICT 4 SWORN PERSONNEL							
 LT. COL. JAMES L. WHALEN				 AREA: 11.7 SQ. MILES			 ELIOT ISAAC			GENDER			RACE				
													WHITE	BLACK	OTHER	TOTAL	
										MALE	125	81.2%	71	50	4		125
										% of Total Males			56.8%	40.0%	3.2%		
										FEMALE	29	18.8%	12	16	1		29
										% of Total Females			41.4%	55.2%	3.4%		
										TOTAL	154		83	66	5		154
% of Total Sworn			53.9%	42.9%	3.2%												
														Source: Personnel Unit			
CRIME STATISTICS for week ending 05/26/2012																	
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE					
HOMICIDE*	2	1	100%	1	0	N/C	9	8	13%	9	9	0%					
RAPE	6	1	500%	1	2	-50%	22	27	-19%	22	21	5%					
ROBBERY	25	30	-17%	30	29	3%	155	169	-8%	155	168	-8%					
AGGRAVATED ASSAULTS	13	17	-24%	17	14	21%	84	96	-13%	84	76	11%					
TOTAL VIOLENT	46	49	-6%	49	45	9%	270	300	-10%	270	274	-1%					
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE					
BURGLARY	82	89	-8%	89	79	13%	434	395	10%	434	370	17%					
THEFT FROM AUTO	57	69	-17%	69	39	77%	276	423	-35%	276	294	-6%					
PERSONAL/OTHER THEFT	120	137	-12%	137	120	14%	628	591	6%	628	622	1%					
AUTO THEFT	25	17	47%	17	25	-32%	109	122	-11%	109	NA	N/C					
TOTAL PROPERTY	284	312	-9%	312	263	19%	1447	1531	-5%	1447	1286	13%					
TOTAL PART 1	330	361	-9%	361	308	17%	1717	1831	-6%	1717	1560	10%					

N/C - Not Calculable




REPEAT CFS LOCATIONS for week ending 05/26/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	2500 KEMPER LN / TOTAL OF 24	1869 LOSANTIVILLE AV / TOTAL OF 20	3652 READING RD / TOTAL OF 17
SINGLE FAMILY	538 RIDGEWAY AV / TOTAL OF 5	987 BURTON AV / TOTAL OF 5	7 E MITCHELL AV / TOTAL OF 4
COMMERCIAL	7759 READING RD / TOTAL OF 30	1 W CORRY ST / TOTAL OF 25	954 E MCMILLAN ST / TOTAL OF 18

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

**There are arrests that currently do not receive district values: 51 for last 28 days, 57 for previous 28 days, 75 for earlier 28 days, 326 for 2011 YTD, 219 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

PATROL BUREAU COMMANDER				DISTRICT 5 CAPTAIN		DISTRICT 5 SWORN PERSONNEL							
	LT. COL. JAMES L. WHALEN		AREA: 18 SQ. MILES			PAUL NEUDIGATE	GENDER			RACE			
										WHITE	BLACK	OTHER	TOTAL
							MALE	110	80.9%	70	39	1	110
							% of Total Males			63.6%	35.5%	0.9%	
							FEMALE	26	19.1%	15	10	1	26
							% of Total Females			57.7%	38.5%	3.8%	
TOTAL	136		85	49	2	136							
% of Total Sworn			62.5%	36.0%	1.5%								
							Source: Personnel Unit						
CRIME STATISTICS for week ending 05/26/2012													
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE	
HOMICIDE*	1	0	N/C	0	1	-100%	3	6	-50%	3	3	0%	
RAPE	2	1	100%	1	6	-83%	15	22	-32%	15	20	-25%	
ROBBERY	22	18	22%	18	23	-22%	113	143	-21%	113	144	-22%	
AGGRAVATED ASSAULTS	14	12	17%	12	13	-8%	71	57	25%	71	74	-4%	
TOTAL VIOLENT	39	31	26%	31	43	-28%	202	228	-11%	202	241	-16%	
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE	
BURGLARY	94	94	0%	94	88	7%	491	529	-7%	491	482	2%	
THEFT FROM AUTO	61	50	22%	50	37	35%	216	318	-32%	216	300	-28%	
PERSONAL/OTHER THEFT	108	111	-3%	111	102	9%	540	460	17%	540	647	-17%	
AUTO THEFT	33	17	94%	17	19	-11%	95	117	-19%	95	NA	N/C	
TOTAL PROPERTY	296	272	9%	272	246	11%	1342	1424	-6%	1342	1429	-6%	
TOTAL PART 1	335	303	11%	303	289	5%	1544	1652	-7%	1544	1670	-8%	

N/C - Not Calculable




REPEAT CFS LOCATIONS for week ending 05/26/2012			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	1673 CEDAR AV / TOTAL OF 16	1185 GROESBECK RD / TOTAL OF 15	4868 HAWAIIAN TE / TOTAL OF 9
SINGLE FAMILY	6037 TAHITI DR / TOTAL OF 8	7868 BANKWOOD LN / TOTAL OF 5	4975 WINTON RIDGE LN / TOTAL OF 5
COMMERCIAL	4777 KENARD AV / TOTAL OF 17	5804 HAMILTON AV / TOTAL OF 13	3356 CENTRAL PY / TOTAL OF 10

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**There are arrests that currently do not receive district values: 51 for last 28 days, 57 for previous 28 days, 75 for earlier 28 days, 326 for 2011 YTD, 219 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 04/29/2012 - 05/26/2012**

PATROL BUREAU COMMANDER							CBS CAPTAIN			CBS SWORN PERSONNEL						
 LT. COL. JAMES L. WHALEN				 AREA: 1 SQ. MILE			 KIM FREY			GENDER			RACE			
													WHITE	BLACK	OTHER	TOTAL
										MALE	33	70.2%	26	4	3	33
										% of Total Males			78.8%	12.1%	9.1%	
										FEMALE	14	29.8%	11	3	0	14
										% of Total Females			78.6%	21.4%	0.0%	
										TOTAL	47		37	7	3	47
										% of Total Sworn			78.7%	14.9%	6.4%	
CRIME STATISTICS for week ending 05/26/2012																
VIOLENT CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE				
HOMICIDE*	0	0	N/C	0	0	N/C	0	0	N/C	0	3	-100%				
RAPE	2	1	100%	1	0	N/C	5	0	N/C	5	2	150%				
ROBBERY	8	8	0%	8	8	0%	37	35	6%	37	46	-20%				
AGGRAVATED ASSAULTS	1	0	N/C	0	2	-100%	4	5	-20%	4	8	-50%				
TOTAL VIOLENT	11	9	22%	9	10	-10%	46	40	15%	46	59	-22%				
PROPERTY CRIMES	04/29/12 TO 05/26/12	04/01/12 TO 04/28/12	% CHANGE	04/01/12 TO 04/28/12	03/04/12 TO 03/31/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE				
BURGLARY	2	6	-67%	6	6	0%	26	30	-13%	26	20	30%				
THEFT FROM AUTO	17	18	-6%	18	18	0%	126	186	-32%	126	162	-22%				
PERSONAL/OTHER THEFT	36	40	-10%	40	42	-5%	212	223	-5%	212	255	-17%				
AUTO THEFT	2	2	0%	2	3	-33%	15	18	-17%	15	NA	N/C				
TOTAL PROPERTY	57	66	-14%	66	69	-4%	379	457	-17%	379	437	-13%				
TOTAL PART 1	68	75	-9%	75	79	-5%	425	497	-14%	425	496	-14%				

REPEAT CFS LOCATIONS for week ending 05/26/2012						
TYPE	FIRST		SECOND		THIRD	
MULTI-FAMILY	621 E MEHRING WY / TOTAL OF 9		601 RACE ST / TOTAL OF 9		111 GARFIELD PL / TOTAL OF 6	
SINGLE FAMILY	NONE / TOTAL OF NONE		NONE / TOTAL OF NONE		NONE / TOTAL OF NONE	
COMMERCIAL	1005 GILBERT AV / TOTAL OF 19		505 VINE ST / TOTAL OF 15		1 GARFIELD PL / TOTAL OF 13	

*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

N/C - Not Calculable

**There are arrests that currently do not receive district values: 51 for last 28 days, 57 for previous 28 days, 75 for earlier 28 days, 326 for 2011 YTD, 219 for 2010 YTD, and 0 for 2009 YTD

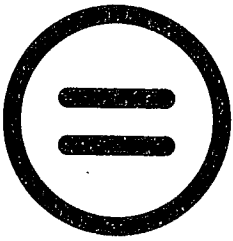
**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**



**CINCINNATI POLICE DEPARTMENT
COMPSTAT MEETING PROFILE
CITY WIDE, REPORTING PERIOD: 05/20/2012 - 05/27/2012**



7 DAY							
CRIME	CITY	DST 1	DST 2	DST 3	DST 4	DST 5	CBS
Homicide	1	0	0	1	0	0	0
Rape	5	0	0	2	3	0	0
Robbery	33	7	3	9	6	6	2
Agg Assault	23	3	3	7	3	6	1
Burglary	103	6	22	32	17	26	0
TFA	62	5	12	11	12	16	6
OTHER THEFT	114	9	21	32	26	18	8
AUTO THEFT	20	0	2	6	5	7	0



Urban League of Greater Cincinnati

Opening Doors...Building Futures

Donna Jones Baker
President/CEO

May 11, 2012

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James Craig, Police Chief
Cincinnati Police Division
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Craig:

On behalf of the African American Leadership Development Program, Class XIX, please accept our thanks and appreciation for allowing the Cincinnati Police Department to participate in our Political/Judicial Day on Friday, May 4, 2012. Their participation is valued on both a personal and professional level. From the police rides to our arrival at the Police Academy at 8:00 a.m. to our final departure of the day at 4:30 p.m. the treatment we received from everyone was over the top! In particular, I would like to thank:

- **Vonda Morgan** who has worked with us for the past four years to make this day special. Ms. Morgan spent the majority of her day off with us on Friday to make sure the finest of details were in place. As always, she left nothing to chance and continues to show the administrative side of "policing" which is something most of us don't consider. Vonda made what could be a difficult day, a day of excitement and knowledge.
- **CT-3 Michelle Faulkner and Sgt. Eric Franz** who as always did an excellent job coordinating our police rides, including handling last minute changes of ride dates and time. Again, I have worked with them for the last four year and they continue to remain professional and friendly.
- **Captain Eliot Isaac, Lieutenant Bret Isaac, and Sergeant Danita Pettis** are all graduates of the African American Leadership Development Program. We are especially proud of all three of them. Theirs was a peer to peer presentation and shed a lot light on the criminal justice issues facing the City of Cincinnati. Their personal commitments to the city are to be commended.
- **Officers Governor Williams, Shawn George, Fred Gilmer, Thomas Haas, and Darryl Tyus** who saw to it we arrived at our destinations safely. All five were courteous, friendly and helpful. They each made us feel as if we were the most special people in their lives.

Our goal was to show the many faces of criminal justice. Everyone's open and honest dialogue with our participants helped us do that. We cannot say thank you enough for their professionalism, their insights and their willingness to be a resource.

Again, our sincere thanks for the participation of the Cincinnati Police Department. Each year our participants leave with a better understanding and appreciation of our criminal justice system. We look forward to your future involvement in our program.

Sincerely,

Donna Jones Baker
President/CEO

ORVWBC
Ohio River Valley Women's Business Council

Ohio

Small Business
Development Centers



OTTO ARMLEDER MEMORIAL BUILDING



NATIONAL URBAN LEAGUE AFFILIATE

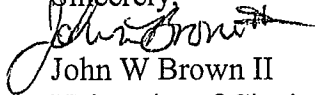
Officer Doug Neack
Cincinnati Police Department D1
310 Ezzard Charles Drive
Cincinnati, OH 45214
5/20/2012

Dear Mr. Neack,

Thank you and the fellow officers for taking the time out of your busy schedules to work with me and providing such a rewarding opportunity. I appreciate the time, effort and consideration all of officers had when working with me. Each ride along was unique and exciting which further solidified my decision to become a police officer. I would not only like to thank you but each of the officers that I was afforded the opportunity to meet and ride along with.

I am looking forward to keeping the professional relationship and taking the Cincinnati Police test this June 23rd. Once again I would like to thank you and the fellow officers for the advice and the positive feedback I received while having this experience. Please feel free to contact me at any time if further information is needed.

Sincerely,



John W Brown II

University of Cincinnati Student majoring in Criminal Justice



ENVIRONMENTAL SOLUTIONS & INNOVATIONS, INC.

781 Neeb Road
Cincinnati, OH 45233
Phone: (513) 451-1777; Fax: (513) 451-3321

May 21, 2012

Cincinnati Police Department – District 5
Attn: Paul Neudigate
1012 Ludlow Avenue
Cincinnati, OH 45223
513-569-8500

Dear Captain Neudigate:

RE: P.O. Hoskins and Detective Wheeler

My name is Laura Braun. I work at Environmental Solutions and Innovations, Inc. which is located at 4525 Este Avenue. On 5/21/2012, our business had approximately 6 vehicles that were broken into on our lot over the weekend. Unfortunately, this is the 3rd criminal incident that has occurred on our lot in a year and a half. We called the police to report the damage and Officer Hoskins responded to assist us. I would like to take this opportunity to recognize the actions of one of Cincinnati's finest. I know that complaints are many and compliments and recognition for a job well done are often lacking. I have great respect for all public employees, especially law enforcement personnel, and I am very grateful for their service, protections and selfless daily deeds. I was very pleased with Officer Hoskins fast response time. I also found him to be very efficient, professional and knowledgeable. He did his work quickly and in an informed manner. Officer Hoskins called out 2 Detectives to assist him in an attempt to get fingerprints off of the vehicles (which, unfortunately, was not possible). I only caught the name of Detective Brian Wheeler. The Detectives were also very helpful. Please take a moment of my behalf to thank them for their service. They are definitely an asset to your Department.

Sincerely,

Laura Braun, Accounting Specialist
Environmental Solutions and Innovations, Inc.